

Minutes of the June 26, 2002
Printing/Mail Managers Exchange Forum Teleconference

Twenty-four individuals participated in the Printing/Mail Managers Exchange Forum, which included Printing/Mail Managers and Contractors.

Comments/Additions to last Months Minutes:

No Teleconference was held during the month of May 2002

Printing and Mail Conference

Dallas Woodruff (Headquarters) informed the group that Headquarters sent e-mails to those individuals who attended the 2001 Printing and Mail Conference, asking for volunteers to work on the committee for the 2003 Printing and Mail Conference. Eight individuals including DOE Field and other Federal Agency representatives volunteered to work on the committee. The committee also consists of Dallas Woodruff and Al Majors of DOE Headquarters. The committee will meet regularly to plan and coordinate the next conference, which will take place sometime during the summer of 2003.

May 3, 2002, Office of Management and Budget (OMB) Memorandum on the Procurement of Printing through the Government Printing Office

Mary Anderson, (Headquarters) talked about the OMB Memorandum on the procurement of printing through the GPO. Some individuals were not aware of the OMB Memorandum. Mary asked Dallas Woodruff to e-mail an electronic copy of the memorandum to each printing manager. Mary said the memorandum stated Executive Agencies should have an option on how to procure printing with regard to the best value process. Best value addresses cost, time of delivery, and quality. The OMB Memorandum has an effective date of September 1, 2002 for agencies to implement the best value process. Mary also said Brian Costlow, Director of Administration (Headquarters) had briefed his manager, Dr. Bruce Carnes, Director, Office of Management, Budget and Evaluation (Headquarters) on the OMB Memorandum as well as on U. S. Code, Title 44, Section 501, which requires federal agencies to utilize GPO for the procurement of printing and duplicating services.

Since the OMB Memorandum was issued, the Department has not received any direction or instruction from the Joint Committee on Printing (JCP). The JCP had scheduled a hearing for June 18th, but it was postponed and rescheduled for July 10, 2002. *Mary Anderson and Dallas Woodruff attended the hearing to get a better understanding of the direction the JCP wants agencies to take for printing and duplicating activities.* Mary asked the sites not to implement any new changes for procuring printing and duplicating services until Headquarters provides directions.

Mary said sites could obtain best value for procuring printing and duplicating services by utilizing the Simplified Purchase Agreement (SPA). The SPA is being used by Savannah River,

and other DOE sites. The SPA allows sites to utilize vendors that provide the best value to the Government, while GPO's one time bid process allows work to be produced by vendors that bid the lowest cost. OMB's Memorandum states the lowest cost vendor is not always the best value for the Government.

Eighty percent of Headquarters work is produced on direct deal term contracts and we would continue utilizing term contracts. Headquarters is planning to submit questions to OMB for clarification on a number of issues that were not addressed in the memorandum. Mary asked the sites to submit questions/concerns they may have to Headquarters with regard to the OMB Memorandum. Roger Holt (Oak Ridge Operations Office) said some individuals at his site interpreted the memorandum as saying they do not have to utilize GPO, and that they have begun using Kinkos for duplicating requirements. Mary said everyone needs to understand the difference between this proposed regulation and the U. S. Code Section 501, which is statutory law.

Paul Dymterko (Schenectady Naval Reactors) asked Mary if she said that this is a proposed regulation. Mary replied yes this is a proposed regulation. Tony Toliver (Western Area Power Administration) asked Mary if GPO responded to the memorandum. Mary said she talked to a representative at GPO and was told that GPO can provide best value for printing and duplicating services, and GPO asked that the Department continue procuring work through them. GPO also reminded the Department that Title 44 is in place, requiring that all work come through them. Mary Donahue (National Renewable Energy) asked Mary what types of reporting documentation would be required on jobs procured directly to the private sector. Mary said the reporting requirements are one of the questions the Department plans to submit to OMB for further clarification. Dallas Woodruff said Headquarters is hoping the reporting requirements would be similar to the requirements for the Department's Annual Three-Year Plan to Congress. Dallas Woodruff asked if there were additional questions. No additional questions were asked.

Update on the GSA Mail Management in the Federal Register for June 6, 2002

Tony Nellums (Headquarters) asked the group if everyone had reviewed the June 6, 2002 Federal Register Notice on GSA's interim rule on mail security. Tony informed the group that Al Majors was on leave and that Al is on GSA's Mail Policy Council. Tony said the Mail Policy Council has identified various policy-related issues that would be difficult to implement within the timeframe GSA is requiring. The Mail Policy Council will be meeting regularly with GSA representatives to further discuss the interim rule. Future meetings of the group will address reporting requirements for the Agency-wide Mail Security Plan and the Mail Management Plan that is due to GSA by September 4, 2002, and other issues concerning reporting timeframes, conversion from OMAS to commercial mailers, etc. Sites were asked to provide feedback on concerns they have regarding the interim rule so these could be brought before the Mail Policy Council.

Mary Anderson (Headquarters) introduced Denise Diggin who is the Director of Mail, Copy, and Mail Management Services at Headquarters. Denise addressed the group by saying a Department-wide Mail and Mail Security Plan must be provided to GSA and that individual sites

should not report directly to GSA. She stated that a memorandum will be coming out from Headquarters to the Operations/Field Managers about designating facility mail managers and that she had recently been designated as Departmental Mail Manager. She further stated that she is working on a reporting format for the Agency-wide Mail Plan and the Mail Security Plan that is due to GSA by September 4, 2002 and is proposing a checklist format to keep writing to a minimum. A conference call will be set up after this draft plan is completed.

There was some discussion concerning the annual Mail Profile Report, which is due to GSA by March 30th of each year, and whether the new Mail/Mail Security Plan required under the interim rule would replace it. Denise stated that that is one of the issues that will be brought before the Mail Policy Council for clarification but until something is received from GSA in writing, the Mail Profile Report is still required. Linda Adams (Savannah River) said her interpretation of the Federal Register Notice is that GSA is requiring mail managers at each facility level to handle all reporting requirements, and facility mail managers have been stripped of their authority under the interim rule because the new rule fails short of saying facility mail managers must be designated to handle the new responsibility as is contained in the old regulation. Denise said she was not familiar with the previous regulation and whether the new responsibility differs from prior regulations. Linda said the language in the CFR stated that a facility mail manager must be designated and provided the responsibilities of that person, and that while the interim rule includes the same responsibilities, the language stipulating that facilities must designate a facility manager has been removed. Tony Nellums (Headquarters) said the language to designate facility mail managers and other issues are items the Mail Policy Council will be working to clarify. Denise asked Linda (and others) to send her e-mails stating their concerns so that these issues could be brought before the Mail Policy Council at the next meeting on July 1, 2002.

Mary Anderson said she received a request to brief Dr. Bruce Carnes, Director, Office of Management, Budget and Evaluation (Headquarters) on how the Department plans to implement the new rule. Denise Diggin said GSA planned a meeting for July 1 and she along with Al Majors and Tony Nellums planned to attend.

Update on the Mail Managers Profile Report

Tony Nellums (Headquarters) informed the group that an agency-wide figure of \$4,200,000 was reported to GSA for the Mail Profile Report for mail vendors. The mailing vendors reported over \$6,000,000 to GSA as the amount the Department spent, which represents an approximately \$2,000,000 difference in expenditures reported and that the sites had to do a better job of providing accurate information.

Express Mail Accounts within the Department of Energy

Tony said Department-wide there are 692 Federal Express Accounts and he has not yet received data from DHL, Emery, Airborne, etc. Tony Toliver (Western Area Power Administration (WAPA) asked Tony if it is the responsibility of the Federal person to report the data to headquarters. Tony Nellums said.

Other topic(s) discussed:

National Nuclear Security Administration (NNSA) Letterhead

Dallas Woodruff (Headquarters) reported that NNSA has not approved the printing of the letterhead.

Sites in Attendance

Western Area Power Administration
Bettis Atomic Lab
Office of Administration (4)
Nevada Operations Office
Savannah River Office (2)
Schenectady Naval Reactors
Golden Field Office
West Valley Demonstration Project
National Renewable Energy

Bechtel Nevada (2)
Oak Ridge Operations Office
Idaho Nat. Engineering & Environmental Lab(2)
Oakland Operations Office
Lawrence Livermore Nat. Lab
Rocky Flats
Thomas Jefferson Nat. Lab
Oak Ridge National Lab (2)
South West Power Administration